



**United States Bankruptcy Court  
Eastern and Western Districts of Arkansas**

**ELECTRONIC CASE FILING (ECF):  
Your Gateway To the 21<sup>st</sup> Century**



**What is ECF?**

ECF is the Federal Judiciary's new electronic case management system that allows trained and certified users to file new bankruptcy cases, adversary proceedings or other documents from their computer over an internet connection. It is the Bankruptcy Court's intent to provide this new capability in the Spring of 2002.

The system uses standard computer hardware, an Internet connection and browser, plus software to format a document for filing.

To use the system, you would simply go to our web site ([www.arb.uscourts.gov](http://www.arb.uscourts.gov)) and follow the links to the ECF system, where you would be prompted for your login and password, which will serve as your signature. Next, enter the information regarding your filing into the system and attach the document being filed. If a fee payment is required, you will be electronically notified and the court will process a charge against your credit card.

**Benefits of ECF**

- \* The system is easy to use
- \* Immediate confirmation to filers of documents
- \* 24 hour availability for filing bankruptcy cases and pleadings
- \* Reduced courier and mailing costs
- \* View and print docket sheets, claims registers and other reports
- \* Reduced paper and copying costs
- \* Optional E-mail notification of filings in cases of interest
- \* Print documents from your printer. No more copy requests
- \* 24 hour access to electronic files

**Hardware and Software Needed**

- Netscape browser version 4.6 (128 bit encryption is recommended) - Internet Explorer 5.5 can be used (certification pending);
- A computer capable of running the above browser, such as one using Windows 95 or higher, Macintosh, Linux or Solaris operating system with a minimum of 16 MB memory (32 to 64 MB is recommended depending on Operating System);
- Adobe Acrobat 3.0 or higher to convert documents from a word processor format to portable document format (PDF);
- A PDF-compatible word processor like Macintosh or Windows-based versions of WordPerfect and Word;
- A modem supporting a transfer rate of 56 k;
- Internet access through an Internet service provider using Point to Point Protocol (PPP); and
- Access to a scanner if paper documents need to be imaged and sent to the court.

**Our Plan:**

December 2001: Go live with CM/ECF internally

Coming in 2002: Electronic filing available

**Road Shows:**

This notice will serve to inform you of formal presentations which have been scheduled for the larger divisions in the districts. Presenters will include Judges, Ch. 13 Trustees, Bankruptcy Clerk, vendors and other key players. See web site for details. Other divisions will be visited by key CM/ECF implementation personnel on a Divisional Day, but no formal presentations will be delivered.

**Formal Presentations** - About 2 hours, except Little Rock which will be about 3 hours

October 3 - Fayetteville \* **new date** - 9:30 AM and 2:00 PM at the Jones Center

October 4 - Ft. Smith \* **new date** - 9:30 AM at U.S. District Courtroom 310

October 12 - Little Rock - **9:00 AM until Noon** at U.S. Bankruptcy Courthouse

October 18 - Hot Springs - 9:30 AM at U.S. District Grand Jury Room 324

October 24 - Jonesboro - 9:30 AM at U.S. District Courtroom 319

October 26 - Pine Bluff - 9:30 AM at U.S. District Courtroom 3206

**Divisional Days**

September 26 - El Dorado

October 9 - Batesville

October 10 - Texarkana

November 15 - Harrison

November 27 - Helena

**Please see details on our CM/ECF page on our website. Please call our Help Desk to RSVP to help us be prepared for you.**

**WEB SITE:** [www.arb.uscourts.gov](http://www.arb.uscourts.gov)

**EMAIL:** AskECF@arb.uscourts.gov

**HELP DESK:** 501-918-5590